



Gelganyem Group

Women's Law and Culture Fund

Policy and Procedure

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1	10/03/2022	ADM-24-POL	D Reeves	GL Board	10/03/2022
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Gelganyem Group

Women's Law and Culture Fund Policy and Procedure

Context

Gelganyem Limited (**GL**) as trustee for the Gelganyem Trust (**GT**) is responsible for managing the Law and Culture Fund (**LCF**).

The GT deed sets out the following requirements for the distribution of the LCF:

- GL cannot distribute the capital of the LCF;
- GL can only distribute the income of the LCF each financial year;
- the LCF must be split 50/50 between men and women; and
- **the income of the LCF may only be distributed by GL for the purposes of the conduct and promotion of Aboriginal law and culture.**

Separate to the requirements of the GT deed, female cultural leaders from the Barramundi dreaming Traditional Owner (**TO**) group have been consulted in order to hear their views on how best to distribute the women's funds in a way that is culturally appropriate and best meets the cultural needs of the community.

Purpose

This policy and procedure provide guidelines for GG staff members on the use of the LCF for TO women, within the requirements of the GT deed and the recommendations of TO cultural leaders.

Policy

The following policy has been agreed with respect to the distribution of the LCF for TO women:

1. Funds may only be used for the conduct and promotion of Aboriginal law and culture. This can include the practice of TO law or the conduct of TO ceremonies, cultural events, or cultural activities, or any work or project that promotes or enhances TO law and culture.
2. The event must be held in or around areas of cultural significance for TO women.
3. No cash will be provided. Purchase orders only. Payments for dancers, didgeridoo players, singers and doctors etc., will only be paid into those people's bank accounts.
4. Cultural funds cannot be accessed for funerals.
5. Funds per application cannot exceed \$5,000.
6. If numerous TOs attend the same cultural ceremony, event, or activity, or wish to contribute to a law and/or culture project, they must work together and with GG staff to organise the relevant number of applications.
7. Female cultural leaders and their proxies will be appointed by their dawang/daam groups and listed in this policy. There is an expectation that appointed female cultural leaders will be available to attend the scheduled LCF meetings.
8. Applications must be approved by the appointed female cultural leaders at an LCF meeting organised by GG.
9. GG will schedule four LCF meetings per calendar year to review any applications. Sitting fees will be paid to the appointed female cultural leaders at each scheduled meeting.
10. If unable to attend a scheduled LCF meeting, an appointed female cultural leader may nominate an appointed proxy to attend on their behalf. If attending on behalf of an appointed female cultural leader, an appointed proxy will be paid a sitting fee.
11. Proxies are entitled to attend scheduled LCF meetings but will not be paid a sitting fee unless they have been specifically nominated by an appointed female cultural leader to attend in his absence.
12. Funds work on a first-come-first-served basis, unless applicants strategically plan for events in the future and work with GG to set aside funds specifically for that purpose.
13. Funds can only be used in accordance with the provisions of the GT deed and the charitable trust laws. GG has the right to refuse any application in its absolute discretion.
14. The GG Code of Conduct applies at all times.

Process

For every application, female TO applicants seeking to apply for the funds must follow the process below:

General

Those seeking funds must:

- appoint one person to be their representative in dealing with GG;
- understand the LCF requirements (both corporate and cultural) as set out above;
- be able to demonstrate to the female cultural leaders and GG that any funds accessed will only be used for the purposes of conducting and promoting Aboriginal law and culture; and
- understand that GG staff need time to organise the cultural meeting and, subsequently, the payments.

STEP 1: Pre-Meeting

The applicant must:

- contact female GG staff regarding their application and to check that there are LCF funds available;
- provide contact details to Female GG staff and be available to make arrangements;
- provide support/assistance to female GG staff to prepare for the next scheduled LCF meeting with all of the appointed female cultural leaders to consider the application;
- give GG staff as much notice as possible that a cultural event is planned for the future; and
- work with the group taking part in the cultural ceremony, event, or activity to complete a draft budget using the template at **Attachment 1**. The draft budget **must be** completed before the next scheduled LCF meeting.

Note:

For the purposes of this policy, the female cultural leaders have been identified as follows:

Dawang	Appointed Female Cultural Leader	Proxies
Balaburr	Rowena Griffiths and Colleen Calwatt	TBC
Bilbidjing	Myrtle Ward and Mildred Ward	Cheryl Brown and Ruth Ward
Tiltuwam	Madeline Purdie and Helen Pinday	Shirley Purdie and Coralie Johnson
Mandangala	Jodie Hall and Dianne Gerrard	Julie Toby and Bernadette Simon-Hall
Upper Jimbila	Sarina Morgan and Jane Smith	Veronica Chulung
Neminuwarlin	Joannie Simon and Linda Timms	Bec Sampi and Pauline Thomas
Yunurr	Caroline McGinty and Selena McGinty	Agnes McGinty

STEP 2: Meeting

- GG will make a meeting room and conferencing facilities available.
- The applicant and GG staff must make every effort to invite all appointed female cultural leaders to each scheduled LCF meeting, and all appointed female cultural leaders are entitled to attend the meeting.
- Each LCF meeting must be attended by:
 - the applicant, to provide a completed budget in the form set out at **Attachment 1**, provide further details of the request if required, and be able to explain the outcomes of the meeting to the group seeking the funds;
 - one female GL director, to act as advisor;
 - one female GG staff member, to complete the approval form at **Attachment 2** and record actions and approvals; and
 - no less than five appointed female cultural leaders, to approve the use of funds and approve the budget and sign the forms in Attachments 1 and 2 accordingly.
- To be clear regarding attendees and the payment of sitting fees:
 - a maximum of fourteen (14) appointed female cultural leaders (or their appointed proxies) are entitled to attend scheduled LCF meetings, vote on any applications, and be paid a sitting fee;
 - proxies are entitled to attend scheduled LCF meetings but are not entitled to be paid sitting fees unless they have been appointed by a female cultural elder to attend in their absence;
 - only appointed female cultural leaders and proxies are entitled to attend the scheduled LCF meetings (together with the applicant, a GL director, and a GG staff member).
- Applicants must understand that GG staff will need a minimum of 2 working days to arrange for the funds to be made available.

Notes:

- Meetings may be attended by telephone or video conference.
- The approval form at **Attachment 2** must be signed during the meeting. Signatures by the female cultural leaders obtained outside of a meeting will not be valid.
- Sitting fees of \$250 per meeting will be paid to the female cultural leaders from the LCF itself.
- The GL director will ensure that the cultural funds are being spent in accordance with the appointed female cultural leaders' direction.
- GG staff do not have the authority to determine whether funds are being spent appropriately. This is a matter for the GL director and the TO cultural elders.
- Where the applicant is a GL director or female cultural elder, she is not eligible to approve the application.

STEP 3: Post-Meeting

- Where necessary, the applicant is responsible for providing GG staff with bank account details for those people who are to be paid as a result of their involvement in the cultural ceremony or event.
- The applicant must complete the payment summary form at **Attachment 3** which covers the names and account details of people attending the ceremony or event that will need to be paid.

Notes:

- No payments will be made to dancers, singers, doctors or didgeridoo players until after the ceremony, event, or activity.
- The applicant must confirm that the people who agreed to attend do so before any payments will be made.
- A completed **Attachment 3** must be handed to GG staff so that people can be paid.
- Payments will only be made into bank accounts by electronic funds transfer.
- GG does not accept any responsibility where incorrect account details are provided.

ATTACHMENT 1 - LCF BUDGET FORM

To be completed by the applicant **before** the LCF meeting.

The maximum amount payable for any application is \$5,000. Please fill in how much money you are applying for in the funds request column.

Applicant's name:
Mobile number:
Email address:

Date:

Description	Method	Amount	Comments
Food	Purchase order	\$	
Fuel	Purchase order	\$	
Dancers	Bank transfer	\$	
Singers	Bank transfer	\$	
Project cost	Bank transfer	\$	
Other		\$	
	TOTAL:	\$	NOT TO EXCEED \$5,000

Other comments by the applicant:
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ATTACHMENT 2 – LCF APPROVAL FORM

To be completed by the GG staff member **during** the LCF meeting.

This form is only valid if signed by the people referred to below at a validly held LCF meeting.

There must be at least five (5) female cultural leaders in attendance to approve this request, plus one (1) GL director to act as an advisor and one GG staff member to record actions, outcomes and approvals.

At the LCF meeting held on _____ [date], the appointed female cultural leaders approved to allocate the amount of \$_____ [to a maximum of \$5,000] from the women's LCF for a cultural ceremony or activity taking place on _____ [insert date] at

_____ [insert location].

_____ [insert name of applicant] accepts responsibility for any purchase orders or payments and, if relevant, agrees to advise GG of the names of the singers, dancers, or other appropriate people that attended the event and can be paid.

Signed by the applicant in attendance at the LCF meeting:

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Name

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Signature

Approved by the following FIVE appointed female cultural leaders present at the LCF meeting:

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Name

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Signature

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Name

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Signature

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Name

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Signature

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Name

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Signature

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Name

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Signature

Endorsed by the following GL director present at the LCF meeting:

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Name

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Signature

Signed by the GG staff member in attendance at the LCF meeting:

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Name

.....
Signature

ATTACHMENT 3 – ATTENDEES' BANK DETAILS

To be completed by the applicant **after** the LCF meeting.

Dancers' and singers' names and bank details

Account details of women attending the ceremony or cultural event. Please note these amounts will not be paid until **after the ceremony or cultural event**.

GG takes no responsibility for incorrect account details. Please ensure all details are filled in clearly and accurately.

Name	Account name	BSB	Account number	Description (e.g. singer, dancer etc.)

Name	Account name	BSB	Account number	Description (e.g singer, dancer etc)